

Governor's Office of Economic Development



Director Nevada Film Office (Non-classified) **Salary Range: \$75,000 - \$85,000** **(Employee/Employer Retirement)**

The Governor's Office of Economic Development, is seeking an experienced Director for our film office in Las Vegas. The Director shall supervise and direct all administrative and technical activities of the division to include but not limited to:

Duties

1. Increase the production of motion pictures, television films and episodes, commercials, documentary and industrial films in the state
 - a. Assist service providers in making the state an attractive production location.
 - b. Develop a directory of the names of persons, firms and governmental agencies in Nevada which are capable of furnishing the skills and facilities needed in all phases of the production of motion pictures
2. Manage the Nevada Film Office
 - a. Supervise film office staff and location scouts
 - b. Manage accounting/processing functions of the Nevada film incentive program to ensure timely processing and accuracy
 - c. Compile data and prepare reports of program activities in order to make budget request and to identify problem areas and recommend solutions or to aid management in making policy decisions and in analyzing the program's success.
 - d. Process incentive applications, examine applications to verify completeness; prepare applications for Executive Director/Board of Directors for approval.
3. Provide services to the film industry
 - a. Provide information and interpretation of the film incentive program and its rules and regulations to the film industry and the general public to ensure their understanding and/or compliance.
 - b. Act as the Nevada Film Office liaison with other government entities and the public
 - c. Respond to production companies inquiring about filming in Nevada
 - d. Register motion picture companies and obtain applicable required permits for production

Supervisor

Director of Business Development

Salary

- \$75,000 - \$85,000. This is a full time/non-classified position. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also available at a reduced gross salary. Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month, through June 30, 2014. The salary listed above does not reflect the reduction from the required furlough.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Michelle Fox, 808 West Nye Lane, Carson City, Nevada 89703 or via email at mfox@diversifynevada.com. **Please no phone calls.**